

**Economic Development Generating Excellence (EDGE)
CONTRACT MODIFICATION REQUEST FORM**

The Contractor must submit this modification request form to EDGE when requesting a modification to an EDGE funding contract.

A. GENERAL INFORMATION

P.I.:	Project #:	
Contract #:	Funding Period:	To:
Contact Person Name and Phone #:	Contact Person Address:	

B. REQUEST MODIFICATION. P.I. and contractor **must** follow the Policies and Procedures detailed on the back of this form. Indicate below the type of modification requested.

1. _____ No-cost extension - _____ Attach a project progress report if required (see back). (Proposed contract ending date)
2. _____ Change of P.I. - _____ Attach a current vita of proposed P.I.. (Recommended P.I.)
3. _____ Other _____

This form may be used for change of contractor, contract termination or other modifications as needed.

C. MODIFICATION JUSTIFICATION. Justify the modification as detailed on the back of this form. Attach required documents.

D. AUTHORIZED SIGNATURES

_____ Designated Contract Official (print name)	_____ Principal Investigator (print name)	_____ Date	_____ Designated EDGE Official (print name)
_____ Signature Date	_____ Signature	_____ Date	_____ Signature Date

EDGE ACTION:

Approved		Not Approved	
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EDGE CONTRACT MODIFICATION POLICIES AND PROCEDURES

When a modification is proposed for an EDGE funding contract, the contractor must provide EDGE with a completed EDGE Contract Modification Request Form signed by the P.I. and an authorized official. **All requests must be submitted prior to the end date of the contract.** The P.I. must complete all sections -- A, B, C, & D -- of the EDGE Contract Modification Request Form and submit a **signed original request** before EDGE is able to take action.

INSTRUCTIONS FOR COMPLETING AN EDGE CONTRACT MODIFICATION REQUEST

Required Uses of this Form.

1. No-cost Extension.

For years other than the final year, EDGE can allow no-cost extensions, if circumstances warrant an extension, and if the project receives a satisfactory performance evaluation on a progress report received at least sixty (60) days prior to the ending date of the contract. For years other than the final year, EDGE can allow no-cost extensions to projects only in extraordinary circumstances.

In the final year, EDGE can allow no-cost extensions of projects of up to thirty (30) days under well-justified circumstances without a progress report. A no-cost extension of over thirty (30) days can be allowed, if circumstances warrant an extension, and an interim progress report has been received prior to the ending date of the contract.

2. Change of P.I.. Change of P.I. requires outside review. **Contractor must submit the following:**

a) The name of the proposed P.I. (Part B of this form); b) an explanation of why the project requires a new P.I. and why the proposed P.I. is qualified to complete the project (Part C of this form); c) a current vita of the proposed P.I. (attached).

Other Uses of this Form. This form may also be used for change of contractor, contract termination and other modifications as needed.

Submission. The Contractor must submit the completed Contract Modification Request Form to EDGE at the following address:

Economic Development Generating Excellence
(EDGE)
800 Research Parkway, Suite 330
Oklahoma City, OK 73104-3612

If further assistance is needed, contact the EDGE, at 405/319-8288. Both the P.I. and research administrator of the contracting organization will receive a copy of the signed request form indicating whether the request is approved or not approved.